

OFFICIAL USE ONLY:	FEE PAID _____
ZBA NO. _____	RECEIVED BY _____
MEETING DATE _____	DATE RECEIVED _____
PARCEL NUMBER(S) _____	

**WILLIAMSTOWN TOWNSHIP  
APPLICATION FOR ZONING BOARD OF APPEALS HEARING**

NOTICE TO APPLICANT: Once a completed Application for ADMINISTRATIVE REVIEW, VARIANCE OR EXCEPTION/SPECIAL APPROVAL by the Zoning Board of Appeals has been received and fees paid, a hearing date will be scheduled following state statute to consider the applicants request. This application must be accompanied by the data requirements specified in the Zoning Ordinance (and elsewhere on this form), plus the required fees. All meetings are held at the Williamstown Township Hall, 4990 North Zimmer Road, Williamston MI 48895. Phone number: (517)-655-3193

**TO BE COMPLETED BY APPLICANT:**

I (We), the undersigned, do hereby respectfully request an administrative review, variance or exception/special approval for the parcel(s) described below, and provide the following information to assist the review.

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

INTEREST IN PROPERTY (if not owner): \_\_\_\_\_

**PROPERTY OWNERS (if different than applicant):**

NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**LOCATION OF PROPERTY:**

STREET ADDRESS: \_\_\_\_\_

SIDWELL (PROPERTY ID) NO. \_\_\_\_\_

PROPERTY DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NOTE: If property is part of a recorded plat, provide lot numbers and subdivision name. If not part of a recorded plat, (i.e., "acreage parcel") provide metes and bounds description. Attach separate sheets if necessary.

**ZONING:**

PROPERTY SIZE: \_\_\_\_\_ ACRES \_\_\_\_\_ SQUARE FEET

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**REQUEST DEFINED:**

ADMINISTRATIVE REVIEW ( )

INTERPRETATION ( )

VARIANCE( )

ZONING ORDINANCE SECTION REFERRING TO ISSUE BEING CONSIDERED (Section and subsection number):

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ISSUE TO BE REVIEWED, REASON FOR INTERPRETATION, OR VARIANCE REQUEST: \_\_\_\_\_

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**ZONING (APPLICANT'S PROPERTY):**

EXISTING: \_\_\_\_\_

ADJACENT PROPERTIES:

NORTH \_\_\_\_\_ SOUTH \_\_\_\_\_ EAST \_\_\_\_\_ WEST \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

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**PLEASE INCLUDE THE FOLLOWING:**

1. Eight (8) copies of a plot plan, drawn to scale, consisting of the following:
  - (a) A Scale of not less than 1" = 50'. If the property is less than three acres, and 1" = 100', if more than 3 acres. All plans must be drawn to an engineer's scale.
  - (b) North point, date and scale.
  - (c) The dimensions of all lot and property lines, indicating the relationship of the subject property to abutting properties, including the zoning districts of abutting properties.
  - (d) The shape, size, function and location of all buildings or other structures already on the parcel.
  - (e) The location of all existing drives, parking areas, road rights-of-way and public or private easements.
2. Proof of property ownership.
3. For a VARIANCE request only, provide written justification of your variance request by including (on a separate paper) a response to the following criteria. These criteria will be used by the Board of Appeals to determine a "finding of practical difficulties". **IT IS THE APPLICANT'S RESPONSIBILITY TO SUBMIT SUFFICIENT INFORMATION, PLANS, TESTIMONY, AND/OR EVIDENCE NECESSARY TO FACILITATE THE REQUESTED VARIANCE.** A variance request can be approved **ONLY** when a "finding of practical difficulty" is determined. Refer to Section 7.05(B.4) of the Township Zoning Ordinance.

"Such authority shall be exercised in accordance with the following standards:

- (a) The ZBA may grant a requested "non-use" variance only upon a finding that practical difficulties exist *and* that the need for the variance is due to unique circumstances peculiar to the property and not generally applicable in the area or to other properties in the same zoning district.

In determining whether practical difficulties exist, the ZBA shall consider the following factors:

- (1) Strict compliance with restrictions governing area, setback, frontage, height, bulk, density or other non-use matters, will unreasonably prevent the owner from using the property for a permitted purpose or will render ordinance conformity unnecessarily burdensome.
- (2) The variance will do substantial justice to the applicant, as well as to other property owners.
- (3) A lesser variance than requested will not give substantial relief to the applicant and/or be consistent with justice to other property owners.

